

Charity Registration No SC023356

Company Registration No. SC173195 (Scotland)

Nairn Citizen Advice Bureau Limited

(A company limited by guarantee)

Directors' Report and Unaudited Accounts

For The Year Ended 31 March 2007



NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Directors

Colin MacAulay
Bryan Bain
Daniel Farrell
Rosemary Machen Young
Anthony Dunbar
Easter Rodgers
Emma Curslly
John Fyfe
Liz MacDonald
Fiona Rodgers
Jim Young
Gillian Maclean
Julia Carrington

Secretary

Bryan Bain

Charity number

SC023356

Company number

SC173195

Principal address

6 High Street
Nairn
IV12 4BJ

Registered office

6 High Street
Nairn
IV12 4BJ

Accountants

Johnston Carmichael
Nevis House
Beechwood Park
Inverness
IV2 3BW

Bankers

Bank of Scotland
73 High Street
Nairn
IV12 4BS

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
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NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2007

The directors present their report and accounts for the year ended 31 March 2007

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Structure, governance and management

The charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25 February 1997

The directors who served during the year were

Colin MacAulay

Bryan Bain

Daniel Farrell

Elizabeth Grant

(Resigned 22 November 2006)

Rosemary Machen Young

(Appointed 10 May 2006)

Anthony Dunbar

Easter Rodgers

Emma Cursilly

(Appointed 28 March 2007)

John Fyfe

Councillor Liz MacDonald

Fiona Rodgers

Victoria Fuller

(Resigned 22 November 2006)

Jim Young

Gillian Maclean

Julia Carrington

Directors are appointed by the members at the AGM. Directors are also able to co-opt members to be directors should a vacancy arise during the year.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The charity's objects are to provide an independent free and confidential advice service to the general public in the Nairn area.

During the year the company continued to provide advice on a range of matters including money advice.

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2007

Financial review

The results for the year show an overall deficit of £16,386 (2006 surplus £3,836) This is mainly due to the restricted fund deficit of £15,860 arising as a result of restricted funding received last year of £11,000 being utilised this year

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised Reserves are not currently at this desired level

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

On behalf of the board of directors

Bryan Bain

Director

Dated



05 SEP 2007

**NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS ON THE
UNAUDITED ACCOUNTS OF NAIRN CITIZEN ADVICE BUREAU LIMITED**

I report on the accounts of the charity for the year ended 31 March 2007 which are set out on pages 4 to 9

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and

to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Johnston Carmichael

Independent Examiner
Nevis House
Beechwood Park
Inverness
IV2 3BW

Dated *12 September 2007*

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2007

	Notes	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
<u>Incoming resources from generated funds</u>					
Investment income	2	552	-	552	511
Incoming resources from charitable activities	3	57,747	-	57,747	56,615
Other incoming resources	4	1,298	6,740	8,038	14,108
Total incoming resources		59,597	6,740	66,337	71,234
<u>Resources expended</u>					
	5				
Charitable expenditure		59,397	22,600	81,997	66,623
Governance costs		726	-	726	775
Total resources expended		60,123	22,600	82,723	67,398
Net (expenditure)/income for the year/ Net movement in funds		(526)	(15,860)	(16,386)	3,836
Fund balances at 1 April 2006		9,602	49,553	59,155	55,319
Fund balances at 31 March 2007		9,076	33,693	42,769	59,155

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 MARCH 2007

	Notes	2007 £	£	2006 £	£
Fixed assets					
Tangible assets	9		33,693		38,516
Current assets					
Cash at bank and in hand		12,582		23,470	
Creditors: amounts falling due within one year	10	(3,506)		(2,831)	
Net current assets			9,076		20,639
Total assets less current liabilities			42,769		59,155
Funds					
Restricted funds			33,693		49,553
Unrestricted funds			9,076		9,602
			42,769		59,155

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2005)

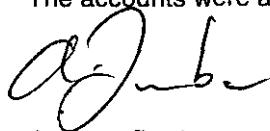
The company is entitled to the exemption from the audit requirement contained in section 249A(1) of the Companies Act 1985, for the year ended 31 March 2007. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act, and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2007 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on

05 SEP 2007



Anthony Dunbar
Director

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2007

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985

1.2 Incoming resources

All incoming resources including grants are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

There were no donated assets received by the charity. No amounts included in the financial statements are for services donated by volunteers

1.3 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Freehold land is not depreciated

Freehold buildings 2% straight line

Fixtures, fittings & equipment 33% straight line

2 Investment income

	2007	2006
	£	£
Interest receivable	552	511

3 Incoming resources from charitable activities.

	2007	2006
	£	£
Grants received	57,747	56,615

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2007

4 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
Other income	1,298	6,740	8,038	14,108

Other income includes a Money Advice grant of £6,240 (2006 £5,000) from Highland Council

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2007 £	Total 2006 £
Charitable activities					
<u>Charitable expenditure</u>					
Activities undertaken directly	32,562	4,823	13,503	50,888	39,663
Support costs	28,118		2,991	31,109	26,960
Total	60,680	4,823	16,494	81,997	66,623
Governance costs		-	726	726	775
	60,680	4,823	17,220	82,723	67,398

Governance costs includes payments to the independent examiners of £587 (2006 £587)

Included in Activities undertaken directly are cleaning and maintenance costs of £2,377 (2006 £1,859), electricity and oil costs of £1,912 (2006 £793) telephone costs of £2,384 (2006 £2,064), office supplies of £1,387 (2006 £1,337) and travel costs of £1,031 (2006 £1,165) The charity undertook no activities not directly related to its primary purpose

6 Support costs

	2007 £	2006 £
Other support costs	2,991	3,576
Staff costs	28,118	23,384
	31,109	26,960

Included in other support costs are travel expenses of £968 (2006 £1,164), general expenses of £1,115 (2006 £935) and office supplies of £908 (2006 £1,477)

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2007

7 Directors

Bryan Bain, director, was employed as Centre Manager and received remuneration of £25,498 (2006 £23,385) for his services to the year to 31 March 2007

Gillian Maclean, director, was employed as General Assistant and received remuneration of £6,326

No director received any reimbursement for expenses

8 Employees

Number of employees

The average monthly number of employees during the year was

	2007 Number	2006 Number
Manager	1	1
Money Advisor	1	1
Welfare Officer	1	1
Project Officer	1	
General Assistant	1	
	<u>5</u>	<u>3</u>

Employment costs

	2007 £	2006 £
Wages and salaries	56,340	46,229
Social security costs	4,340	3,607
	<u>60,680</u>	<u>49,836</u>

There were no employees whose annual emoluments were £60,000 or more

NAIRN CITIZEN ADVICE BUREAU LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2007

9 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2006 and at 31 March 2007	39,719	12,209	51,928
Depreciation			
At 1 April 2006	6,419	6,993	13,412
Charge for the year	794	4,029	4,823
At 31 March 2007	7,213	11,022	18,235
Net book value			
At 31 March 2007	32,506	1,187	33,693
At 31 March 2006	33,300	5,216	38,516

10 Creditors' amounts falling due within one year

	2007	2006
	£	£
Trade creditors	667	617
Taxes and social security costs	2,839	2,214
	3,506	2,831

11 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2007 are represented by			
Tangible fixed assets		33,693	33,693
Current assets	12,582		12,582
Creditors' amounts falling due within one year	(3,506)		(3,506)
	9,076	33,693	42,769

The restricted capital fund represents capital funding received from various sources for the purchase of the centre building, together with funding received for the purchase of a photocopier, laptop and desktop computers